

WASHINGTON, D.C. 20505

Legislative Counsel

21 NOV 1978

OLC RECORD COPY

OLC: 78-5356/P

Ms. Madeleine Albright
National Security Council
The White House
Washington, D.C. 20506

NSC

Dear Ms. Albright:

As a result of our discussions at our October conference, I would like to put forth a suggestion which I believe would be beneficial to all of us.

Since from time to time we all schedule briefings and meetings on the Hill which are of interest to other members of the Community, I would like to suggest that my Office send out a "consolidated calendar" each week to all the participants at the October conference. We could get the input for this calendar from each participant by noon each Friday and my Office would consolidate all the input and send out the final version late Friday or first thing the following Monday.

We have checked and found that all participants, with the exception of the FBI and Justice, can LDX to this Agency. That method would assure a simple and speedy system and allow for late-breaking items to be included. The FBI and Justice could either call my Office or send their input by special courier each Friday.

I would appreciate your views as soon as possible so we can set the system in motion, if all agree.

Sincerely,



Acting Legislative Counsel

STAT

Distribution:
Original-Addressee
1-OLC Subject
1-OLC Chrono
OLC:JMD:mlg (21 Nov 1978)

STATO

: LLM

DATE OF REQUEST

FROM : JMD 21 Nov 1978

SUSPENSE DATE

SUBJECT:

Letters to participants at October conference re
distribution of a "consolidated calendar" to be
sent out each Friday

NOTES

*Registry
LLM signed 21 Nov 78
he & FPH have copies.*

COORDINATED WITH (list names as well as offices)

NAME

OFFICE

DATE

NAME

OFFICE

DATE

NAME

OFFICE

DATE

NAME

OFFICE

DATE

ACTION REQUIRED BY GLC

Signature required on 14 letters